

Sacramento Safety Committee Meeting Summary
Wednesday, October 2, 2002
1001 I Street, Conference Room 550 at 1:30 pm

Those who attended:

Anne Shelby, Gayle Yost, Ryman Simangan (for Valerie Sarver), Diane Johnston, Julie Solomon, Donald Taylor, Brent Takemoto, Ed Virgin, Theresa Anderson, Cindy Castronovo, and Cindy Francisco.

Review of Cal/OSHA Log 300:

The current Cal/OSHA Log 300 was distributed. Ten claims have been filed so far this year.

Review of 2002 Vehicle Accidents:

There have been five recorded vehicle accidents as of October 1, 2002. Most accidents occurred when the employees have been driving out of town.

2002 Annual Facility Safety Inspections:

Inspections will be conducted at all ARB facilities before the end of the calendar year. Typical things that are looked at is adequate entrance to cubicles (32 inches), making sure that paper is not close to outlets, and that there is room under a desk/table in case of an earthquake.

Annual Emergency Drills:

1001 I Street, Headquarters building has a emergency relocation drill scheduled for October 9-10, 2002. Other buildings should have a drill annually.

Facility Management Update (Applies to Headquarters Building only):

A schedule has been submitted of detailed vacuuming and dusting done on floors every 20 days. DTSC has reported a problem with mice being transmitted to our building via State Record Center boxes so caution should be exercised before bringing them on to a floor [the State Record Center maintains that it is unlikely that the mice came from boxes that they stored]. There has been a problem with moths/flies caused by keeping fruit in offices, particularly when stored on ledges.

Fire Extinguisher Training:

Two sessions of fire extinguisher training is being offered by Thomas Properties on Tuesday, October 8 at 10:00 am and 11:00 am. Those who are interested in attending should e-mail Cindy Francisco. There is no cost involved.

Evacuation Chairs Available:

Evacuation Chairs have been purchased and placed in the service elevator lobbies on each floor of the headquarters building. After the meeting a few people practiced using it.

The next meeting is scheduled for Wednesday, January 8 from 1:30-2:30 pm in Conference Room 550.